



***Employment Opportunity
Jury Clerk
Clerk's Office
Portland, Oregon
Vacancy Number 13-10
Closing Date: December 16, 2013***

THE POSITION

The Clerk's Office of the United States District Court for the District of Oregon is accepting applications for the position of Jury Clerk. This position is located in the Clerk's Office in Portland. The incumbent performs administrative and customer service work to coordinate and prepare qualified jurors for jury selection in accordance with approved internal controls, procedures, and rules. The incumbent ensures the efficient and fair operations related to the selection, qualification, summoning, orientation, management, and payment of jurors for petit and/or grand juries; and makes determinations as to juror attendance. The Jury Clerk provides assistance and support to higher-level positions, processes notices, enters data, provides customer service, prepares mail, and conducts jury orientation.

Representative Duties:

- Performs duties relating to master wheel refill and grand jury selection. Monitors and records the jury questionnaire process, juror attendance and selection. Provides support and assists jurors during jury service. Drafts, reviews, analyzes, and revises the Local Civil and Criminal Rules and standing orders of the Court.
- Prepares and mails summonses, notices, and forms. Processes returned summons (including data entry and preparing excusal letters). Processes payments and reimbursements for jurors; and prepares attendance certificates on behalf of jurors.
- Operates the Court's JMS and e-juror component of JMS and other automated systems.
- Maintains and updates the inbound and outbound telephone calls through use of an interactive voice response system for summoned jurors. Maintains and updates demographic and other information on juror candidates.
- Works with chambers staff, Clerk's office staff, U.S. Marshals Service, U.S. Attorney's Office, and other groups to ensure the smooth operation of high-profile or protracted jury trials.
- Performs other duties as assigned.

SALARY RANGE

This position is classified at a CL 24 (\$36,219 - \$58,893) to a CL 25 (\$39,988 - \$65,055) depending upon the qualifications and experience of the successful candidate. A CL 24 has possible promotional opportunity to a CL 25 without further competition.

QUALIFICATIONS

Minimum Qualifications:

Candidates must have a high school diploma or equivalent. To be eligible for appointment at CL 24, a candidate must have at least one year of specialized experience equivalent to a CL-23. To qualify for appointment at a CL 25, a candidate must have at least one year of specialized experience equivalent to a CL-24.

Specialized experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws that involve the routine use of specialized terminology and automated software and equipment for word processing, data entry, or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

Desired Qualifications: Bachelor's degree from an accredited college or university. Experience with federal jury processes, working knowledge of the local jury plan, as well as the jury selection processes and procedures for petit and grand juries.

Candidates must also demonstrate:

- A consistent past employment record;
- Experience in dealing with routine and complex assignments;
- A demonstrated ability to thoroughly research and solve problems;
- Ability to think through, analyze, and interpret written communications;
- Ability to multi-task, and prioritize tasks and work assignments;
- Superior oral and written communication skills;
- Strong organizational skills and attention to detail;
- Strong interpersonal skills; and
- A professional demeanor and appearance appropriate for a law or professional office environment.

EMPLOYEE BENEFITS

Employees of the United States District Courts are not included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Some of these benefits are:

- Full-time employees accrue 13 days of paid vacation per year for the first 3 years of employment up to a maximum of 26 days per year at the 15-year anniversary.
- Participation in a retirement program with optional participation in the federal government's deferred compensation program, the Thrift Savings Plan.
- Optional participation in a federal health insurance plan of choice.
- Optional participation in supplemental insurance programs, including group long-term care, group long-term disability insurance program, and dental and vision insurance programs.
- Optional participation in the flexible spending account program for unreimbursed medical, dental, and vision expenses; dependent care expenses; and commuter expenses.
- A minimum of 10 paid holidays per year.
- Time-in-service credit for employees of other federal agencies, as well as time for those with prior military service, for determining leave accrual and retirement benefits.

HOW TO APPLY

To apply, submit a letter of interest and chronological resume together with an Application for Employment for the U.S. District Court, District of Oregon, and a list of 3 professional references to the address below or submit electronically to hr2@ord.uscourts.gov. These items should arrive at the Court no later than 4:30 p.m. on December 16, 2013. Application forms are available on the Court's website at www.ord.uscourts.gov in fillable format. These forms are also available at the Portland Clerk's Office (see address below). Please type or print all information and sign and date forms where indicated. Incomplete

packets and those submitted after the deadline date will not be considered. Verification of employment, education, and reference checks will be made prior to any offer of employment.

Jury Clerk
Office of the Clerk
Human Resources Division
United States District Court, District of Oregon
1000 SW Third Avenue, Suite 740
Portland, Oregon 97204

The Court provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application or hiring process, please notify the Human Resources Division of the Clerk's Office at 503/326-8165. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

CONDITIONS OF EMPLOYMENT

- Employees of the United States Courts serve under "Excepted Appointments" and are considered "at will" employees. As such, employment can be terminated at any time. Furthermore, Federal Civil Service classifications do not apply.
- Duty station assignments are at the sole discretion of the Clerk of Court.
- This position is subject to mandatory participation in electronic funds transfer (EFT) for payment of net pay (i.e., Direct Deposit). (Limited exceptions are available upon request.)
- Applicants must be United States citizens or eligible to work for the United States government. Appointment is contingent upon providing proof of U.S. citizenship or proof of authorization to work in the United States as required by the Immigration Reform and Control Act of 1986.

The following conditions apply to candidates for positions with the United States District Court:

- False statements or omissions of information on any application materials or the inability to meet conditions of employment may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.
- An FBI background check is required for all individuals appointed to positions in the Clerk's Office. New employees are considered "provisional hires" pending the successful completion of the FBI background check.
- The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement entirely, either of which may occur without prior written or other notice.
- All information is subject to verification and background investigation.
- If selected for a first-time appointment to a position in the District of Oregon, you will be required to complete a six-month probationary period of employment. Failure to successfully complete the probationary period may result in termination of employment.
- In the event a position becomes vacant in a similar classification within a reasonable time from the original announcement, the Clerk of Court may select an appointee from the candidates who responded to the initial announcement without posting the vacancy.

U.S. DISTRICT COURT FOR THE DISTRICT OF OREGON

The United States District Court for the District of Oregon is a federal trial court within the Judicial Branch of the federal government. The District's geographic jurisdiction covers an area in excess of 96,000 square miles and encompasses the state of Oregon.

The District Court consists of six district judgeships, six senior district judges, six magistrate judgeships, two recalled magistrate judges, one part-time magistrate judgeship, the Office of the Clerk of Court, the U.S.

Probation Office, the U.S. Pretrial Services Office, and the U.S. Public Defender's Office. The headquarters for the Court are located in Portland with additional staffed offices in Eugene and Medford.

The Clerk's Office, under the direction of the Clerk of Court, serves as the primary administrative office for the District and employs a staff of approximately 64 deputy clerks. The Clerk's Office is responsible for a wide variety of administrative functions including case administration, courtroom and juror services, record management, appeals processing, human resources and development, budgetary and financial operations, space and facilities management, information technology, and property and procurement.

The United States District Court for the District of Oregon is an Equal Opportunity Employer